

Payroll Processes

QUICK REFERENCE GUIDE

Lost or Stolen Check

Note: No adjustment in KHRIS necessary.

1. **Employee** notifies Agency HR Administrator of lost or stolen check.
2. **HR Administrator** sends an email to Treasurystop.Payments@KY.gov
3. **Treasury** receives email to stop payment. Treasury sends a duplicate check affidavit to agency Payroll Officer.
4. **HR Administrator/Employee** completes the affidavit and returns to Treasury.
5. Once the completed affidavit is received, **Treasury** will create a duplicate check and send it to the **Agency HR Administrator** for distribution.

